

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE  
MINUTES  
MAY 3, 2005**

**PRESENT:** Karen Scott, Linda Verbecken, Lynn Gregorash, Marla Britton, Steve Vitale, and Ursula Volk

**EXCUSED:** James Coutts, Rick Vozar

**STAFF PRESENT:** Jerry Lowrie, Bureau Director; Ruby Jefferson-Moore, Legal Counsel; PJ Monson, Credentialing; Pat Schenck, Program Assistant

**CALL TO ORDER**

Karen Scott, Chair, called the meeting to order at 10:40 a.m. A quorum of six members was present.

**ADOPTION OF AGENDA**

Kimberly Nania, Division Administrator, met with the Committee to report that Jerry Lowrie, has resigned his position as Bureau Director with the Department and that the Department will be actively seeking a new Bureau Director.

**MOTION:** Marla Britton moved, seconded by Linda Verbecken, to approve the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES MARCH 16, 2005**

**MOTION:** Marla Britton moved, seconded by Ursula Volk, to approve the minutes of March 16, 2005 as written. Motion carried unanimously.

**COMMITTEE ROSTER**

Change Linda Verbecken's e-mail address to read: [verbeckenappraisal@charter.net](mailto:verbeckenappraisal@charter.net)

Correct Linda Verbecken's mailing address to read 3974 S. 12<sup>th</sup> St.

**DISCUSSION AND REVIEW OF APPLICATION MATERIAL AND  
DOCUMENTATION OF EXPERIENCE**

No discussion

## **DISCUSSION AND APPROVAL OF APPROPRIATE APPRAISAL STANDARDS TO USE IN THE REVIEW PROCESS**

No discussion

### **UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP)**

Karen Scott addressed the timeliness of getting written reports back to credentialing staff. P.J. Monson's last day of working with REA applications will be May 12<sup>th</sup>. Ms. Monson requested that the reviewers forward their written reports and coaching comments from this meeting to her by May 12, 2005.

### **Q & A on Scope of Work Project**

Information only

### **First Exposure Draft on Proposed Revisions to USPAP**

Information only

## **CLOSED SESSION**

**MOTION:** Marla Britton moved, seconded by Steve Vitale, to convene to Closed Session to consider licensure or certification of individuals pursuant to s. 19.85(1)(b), Stats., and to consider individual histories pursuant to s. 19.85(1)(f), Stats. Roll Call Vote: Lynn Gregorash-yes; Marla Britton - yes; Steve Vitale-yes; Ursula Volk-yes; Linda Verbecken-yes; Karen Scott-yes. Motion carried unanimously.

Open Session recessed at 10:55 a.m.

The Committee reviewed and considered the appraisal experience and appraisal reports of applicants applying for licensure.

## **RECONVENE TO OPEN SESSION**

**MOTION:** Lynn Gregorash moved, seconded by Steve Vitale, to reconvene into Open Session at 1:10 p.m. Motion carried unanimously.

## **VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**APPRAISAL REPORTS REVIEWED ON MAY 3, 2005**

**STONE, MICHAEL – CERT GEN**

**MOTION:** Steve Vitale moved, seconded by Marla Britton, to recommend that the Department approve **Michael Stone's** appraisal reports as submitted with coaching comments provided by the reviewer. Motion carried unanimously.

**DAVIS, MICHAEL – AQB**

**MOTION:** Marla Britton moved, seconded by Ursula Volk, to recommend that the Department approve **Michael Davis's** appraisal reports as submitted. Motion carried unanimously.

**PECHSTEIN, JOHN – CERT RES**

**MOTION:** Linda Verbecken moved, seconded by Steve Vitale, to recommend that the Department approve **John Pechstein's** appraisal reports as submitted subject to coaching comments regarding typos provided by the reviewer. Motion carried unanimously.

**BRANDENBURG, BRETT – LICENSED**

**MOTION:** Linda Verbecken moved, seconded by Marla Britton, to recommend that the Department deny **Brett Brandenburg's** appraisal reports as submitted and to request a written explanation from Brett Brandenburg the person who signed the reports as why Brett Brandenburg name is not mentioned in the three appraisal reports. Motion carried unanimously.

**EUBANKS, PATRICK – AQB**

**MOTION:** Ursula Volk moved, seconded by Linda Verbecken, to recommend that the Department approve **Patrick Eubanks's** appraisal reports subject to receipt of two additional reports that address deficiencies in USPAP, typos and with coaching comments provided by the reviewer. Motion carried unanimously.

**MALDONADO, FILIPE – AQB**

**MOTION:** Marla Britton moved, seconded by Steve Vitale, to recommend that the Department approve **Filipe Maldonado's** appraisal reports as submitted subject to receipt of one additional appraisal report with coaching comments provided by the reviewer. Motion carried unanimously.

**WOODLIFF, LAURA – AQB**

**MOTION:** Steve Vitale moved, seconded by Marla Briton, to recommend that the Department approve **Laura Woodliff's** appraisal reports subject to receipt of one additional small residential income property report that complies with USPAP to be reviewed by the reviewer. Motion carried unanimously.

**ELMER, GERALD – CERT RES**

**MOTION:** Marla Britton moved, seconded by Ursula Volk, to recommend that the Department approve **Gerald Elmer's** appraisal reports subject to receipt of one additional report that complies with USPAP with coaching comments provided by the reviewer. Motion carried unanimously.

**LINDBERG, CHARLES – CERT RES**

**MOTION:** Marla Britton moved, seconded by Lynn Gregorash, to recommend that the Department approve **Charles Lindberg's** appraisal reports as submitted subject to receipt of one additional small residential income property report that fully complies with USPAP . Motion carried unanimously.

**SPARANGIS, GEORGE – CERT RES**

**MOTION:** Linda Verbecken moved, seconded by Ursula Volk, to recommend that the Department approve **George Sparangis's** appraisal reports as submitted subject to receipt of one additional appraisal report with coaching comments provided by the reviewer. Motion carried unanimously.

**DOHERTY RILEY, LAURA**

**MOTION:** Linda Verbekcen moved, seconded by Marla Britton, to recommend that the Department deny **Laura Doherty Riley's** appraisal reports as submitted and request an explanation as to why she is claiming hours for work when she is not named in the report. Motion carried unanimously.

**BEAVAN DAVID A. - CERT RES**

**MOTION:** Steve Vitale moved, seconded by Lynn Greogash, deny David A Beavan's appraisal reports and to refer his work to the Division of Enforcement. Motion carried unanimously.

**HULBURT RICHARD F. - CERT RES**

**MOTION:** Steve Vitale moved, seconded by Ursula Volk, to recommend that the Department approve **Richard F. Hulburt's** appraisal reports as submitted subject to receipt of one additional commercial property appraisal report with coaching comments to be provided by the reviewer. Motion carried unanimously.

**WILLIAMSON, TIMOTHY – CERT RES**

**MOTION:** Lynn Gregorash moved, seconded by Steve Vitale, to recommend that the Department approve **Timothy Williamson's** appraisal reports as submitted with coaching comments provided by the reviewer. Motion carried unanimously.

**JACKSON, JUNE – CERT GEN**

**MOTION:** Lynn Gregorash moved, seconded by Ursula Volk, to recommend that the Department deny **June Jackson's** appraisal reports as submitted and to refer both her work and her supervisor's appraisal to the Division of Enforcement. Motion carried unanimously.

**FENTON, ZACK – CERT RES**

**MOTION:** Steve Vitale moved, seconded by Lynn Gregorash, to recommend that the Department approve **Jack Fenton's** appraisal reports as submitted subject to coaching comments provided by the reviewer. Motion carried unanimously.

**BARTON, CARA – AQB**

**MOTION:** Lynn Gregorash moved, seconded by Steve Vitale, to recommend that the Department approve **Cara Barton's** appraisal reports as submitted subject to coaching comments provided by the reviewer. Motion carried unanimously.

**ANTTILA, PAMELA – CERT RES**

**MOTION:** Linda Verbecken moved, seconded by Steve Vitale, to table **Pamela Anttila's** appraisal reports subject to receipt of three additional appraisal reports including the work files. Motion carried unanimously.

**BANKEN, MICHAEL – CERT RES**

**MOTION:** Marla Britton moved, seconded by Ursula Volk, to recommend that the Department table **Michael Banken's** appraisal reports and request two additional small income appraisal reports with work files that fully comply with USPAP. Motion carried unanimously.

**POIRIER, MARK – CERT RES**

**MOTION:** Lynn Gregorash moved, seconded by Steve Vitale, to recommend that the Department approve **Mark Poirier's** appraisal reports as submitted. Motion carried unanimously.

**CIRILLI, ANTHONY – CERT RES**

**MOTION:** Steve Vitale moved, seconded by Ursula Volk, to recommend that the Department approve **Anthony Cirilli's** appraisal reports as submitted subject to receipt of one additional true copy appraisal report that fully complies with USPAP. Motion carried unanimously.

**PERRO, PATRICK – CERT RES**

**MOTION:** Lynn Gregorash moved, seconded by Steve Vitale, to recommend that the Department approve **Patrick Perro's** appraisal reports as submitted subject to receipt of one additional report that complies with USPAP. Motion carried unanimously.

**BICKLER, SUSAN – CERT RES**

**MOTION:** Marla Britton moved, seconded by Ursula Volk, to recommend that the Department approve **Susan Bickler's** appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

**COVELLI, NICK – CERT RES**

**MOTION:** Steve Vitale moved, seconded by Lynn Gregorash, to recommend that the Department approve **Nick Covelli's** appraisal reports subject to receipt of one additional report that complies with USPAP. Motion carried unanimously.

**VISITORS COMMENTS**

None.

## **DISCUSSION OF NEXT MEETING**

The next meeting will be July 14, 2005 - 10:30 a.m.

## **ADJOURNMENT**

**MOTION:** Steve Vitale moved, seconded by Lynn Gregorash, to adjourn the meeting at 1:25 p.m. Motion carried unanimously.

### **Suggested agenda items**

- “Use of boiler plate language in appraisals”
- Challenge of reviewers comments and request for a different reviewer

**Next meeting : July 14, 2005 10:30**